

*unqualified resignation*



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX KENTUCKY 40121-5000

ATZK-AGS

16 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Tuition Assistance

1. IAW information recently received from United States Army Human Resources Command, all officer requests for Separation must contain a statement referencing Tuition Assistance. DA Form 4187s should state whether the officer has or has not received TA. If the officer has received TA all DA Forms 2171-E must be attached and forwarded with DA Form 4187.

2. POC for this memorandum is Ms. Jackson at 624-5079.

PHYLLIS P. JACKSON  
Chief, Personnel Services Branch

CF:

DISTRIBUTION:

Adjutant, Garrison (ATZK-PM-E)  
Adjutant, IHHC USAARMC (ATZK-HC)  
Adjutant, HQ USAREC (RCHC)  
Adjutant, HQ 3<sup>D</sup> Bde USAREC (RCMW-S1)  
Adjutant, HQ 1ATB (ATZK-BAZ-A)  
Adjutant, HQ 16<sup>TH</sup> Cav (ATZK-SBZ)  
Adjutant, HQ Eastern Region (ATOB-P&A)  
Adjutant, HQ 3D Bde 85<sup>TH</sup> Div (AFKR-TIL-CA-PR)  
Adjutant, HQ 4<sup>TH</sup> Bde 85<sup>TH</sup> Div (AFKR-TIL-DA)  
Adjutant, Accessions Support Brigade  
Adjutant, 703<sup>d</sup> Ordnance Co (EOD)(AFYB-CE)  
Adjutant, 731<sup>st</sup> Ordnance Co (EOD)(WPAFB)  
USA NCO Academy (ATZK-NC)  
Chief of Personnel, MEDDAC (MCXM-PS)  
Chief of Personnel, DENTAC (MCBM)

*NO ACTION needed for this memo*

FROM : GEORGIA TECH ARMY ROTC

FAX NO. : 4048944751

Jan. 14 2004 04:57PM P4

From PMS



DEPARTMENT OF THE ARMY  
HEADQUARTERS SIXTH BRIGADE, EASTERN REGION  
GEORGIA INSTITUTE OF TECHNOLOGY  
UNITED STATES ARMY CADET COMMAND  
ATLANTA, GEORGIA 30332-0115

REPLY TO  
ATTENTION OF:

ATOE-EGA-GI (635-100b)

13 January 2004

MEMORANDUM THRU

Commander, 6<sup>th</sup> Brigade Eastern Region (OTC), USACC, Fort. Knox, KY 40121

Commander, Eastern Region (ROTC), USACC, Fort. Knox, KY 40121

FOR Commander, Human Resources Command ATTN: AHRC-PDT-PM, Alexandria, VA 22333

SUBJECT: Tuition Assistance Statement for CPT *FREELoader*

1. I certify that *FRED D. FREELoader*, 123456789, has not applied for, received, or utilized any tuition assistance while assigned as an Assistant Professor of Military Science for the Georgia Institute of Technology Army ROTC Program.

2. The point of contact is the undersigned at

*[Signature]*  
RICHARD B. PARKER  
LTC, OD  
Professor of Military Science

ANNEX A

2. My initial active duty service obligation due to (USMA/OCS/ROTC scholarship or nonscholarship) (~~will be~~) (~~was~~) fulfilled (~~by~~) (~~on~~) (~~data~~). I incurred an additional service obligation due to (reason e.g.. VI, PCS, AOAC, PCS, TA etc.) which will expire on (~~data~~). (If ADSO has not been fulfilled, officer must request a waiver of the unfulfilled ADSO.)

If tuition assistance ADSO has not been fulfilled the following statement must be added to the end of paragraph 2.

I request my ADSO for tuition assistance be amended and the recoupment provisions waived. I understand that I must complete this obligation in the Reserves. I (~~will~~) (~~will not~~) request withdrawal of my request for release from active duty if my request for amendment of ADSO/recoupment is disapproved. A copy of my tuition assistance contract is at enclosure 1.

Annex A

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (600-8-24a)

(DATE)

MEMORANDUM THRU

**YOUR CHAIN OF COMMAND**

United States Army Armor Center and Fort Knox, (ATZK-AGO), Fort Knox, KY 40121-5000

FOR United States Total Army Personnel Command, (TAPC-PDT-PM), 200 Stovall Street, Alexandria, VA 22332-0478

SUBJECT: Unqualified Resignation

1. I, (name, grade, branch, SSN), tender my unqualified resignation from the Army under the provisions of AR 600-8-24, Officer Transfers and Discharges, chapter 3, paragraph 3-5, to be effective (date) or as soon as practicable thereafter.
2. I am not under a suspension of favorable personnel actions, under investigation, pending charges, or being considered for elimination.
3. My initial active duty service obligation as specified in AR 350-100, Officer Active Duty Service Obligations due to (USMA/OCS/ROTC, scholarship or nonscholarship) (will be) (was) fulfilled (by) (on) (date). I incurred an additional service obligation due to (reason, e.g., VI, PCS, AOAC, ACS/TA, etc.) which will be fulfilled on (date). If ADSO has not been fulfilled officer must request a waiver of the unfulfilled ADSO and the request submitted as an exception to policy.)
4. I desire to tender my resignation because: (state reason(s)).
5. I understand that my resignation, if accepted, will be under Honorable conditions and that I will be furnished an Honorable or General Discharge Certificate as determined by Headquarters, Department of the Army.
6. Present duty station (unit of assignment, or attachment, post and location, and duty telephone number).

ANNEX B

OFFICE SYMBOL

SUBJECT: Unqualified Resignation

7. I (do) (do not) desire appointment in the U.S. Army Reserve for Regular Army officers only. NOTE: An officer who was commissioned on 1 Jun 84 or later has an eight year Military Service Obligation (MSO). Requesting resignation prior to completion of the eight year MSO the officer must agree to accept an indefinite appointment in the USAR to complete the eight year obligation. If you are in the above category, include the following information:

- a. Basic pay entry date.
- b. Permanent home address (complete).
- c. I (have) (have not) previously held a Reserve Commission.

8. I (will) (will not) accept release from active duty in lieu of resignation (for non-Regular Army (OTRA) officers only).

9. As of the date of this application, I have (number) days accrued leave. I (do) (do not) plan to take transition leave. I plan to take (number) days leave (if applicable).

10. I understand that if I participated in certain advanced education programs, I may be required to reimburse the United States Government as stated in written agreement made by me with the United States Government under law and regulations.

11. I understand that my resignation is voluntary and I am not entitled to separation pay.

12. My mailing address immediately after the date of separation will be (complete address)

SIGNATURE BLOCK

FIRST NAME, MI, LAST NAME

GRADE, BRANCH

SSN

PAGE NUMBER

ANNEX B

THE FOLLOWING MUST BE ON THE FIRST MEMORANDUM  
(AR 600-8-24, Officer Transfers and Discharges, 21 July 1995,  
chapter 3, paragraph 3-4c)

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (600-8-24a)

DATE

ORGANIZATION INITIATING MEMORANDUM

MEMORANDUM THRU

YOUR CHAIN OF COMMAND

United States Army Armor Center and Fort Knox, (ATZK-AGO), Fort  
Knox, KY 40121-5000

FOR United States Total Army Personnel Command, (TAPC-PDT-PM), 200  
Stovall Street, Alexandria, VA 22332-0478

SUBJECT: Unqualified Resignation - (Rank, Name, SSN)

1. Recommendation for approval or disapproval and type of discharge to be furnished. (If approval is recommended and the officer has not fulfilled his/her service requirements, complete justification will be included, e.g., if the officer is currently enrolled in a service school and the projected date of graduation. Similarly, recommendations for disapproval will require justification.)
2. Statement that none of the conditions in paragraph 1-11b exist or if any do exist, a complete explanation. (See general information sheet.)
3. Statement that necessary action has been or will be taken to adjust and close any public property or financial accounts of the officer concerned.
4. Report of any recent misconduct of the officer concerned that has not been previously reported to HQDA. Any serious misconduct committed or discovered subsequent to the endorsement will be reported to PERSCOM ATTN: (TAPC-PDT-PM) in an expeditious manner.
5. Statement that the officer is physically qualified for separation or that the officer will be scheduled for medical examination according to paragraph 1-22a, as appropriate.

ANNEX C

From Bde Cdr

GENERAL INFORMATION FOR THE 06

The first colonel (06) in the chain of command or supervision will counsel those officers (except Chaplains, Judge Advocates, and AMEDD personnel) who have less than ten years active commissioned service.

Chaplains, Judge Advocates, and AMEDD personnel, who have less than ten years active commissioned service, will be counseled by a senior member of their branch in their chain of technical supervision or someone specifically designated by their branch.

The counseling requirements are waived for those Other Than Regular Army (OTRA) officers who are first-time nonselects for promotion.

**The counseling will include:** (1) opportunities available in a military career; (2) a discussion of the officer's previously achieved investment in the Army; (3) A determination as to whether the officer has satisfied all applicable service obligations, as computed by PERSCOM; (4) a determination that the officer is not under investigation or charges, awaiting results of trial, or being considered for administrative discharge; (5) a determination that the officer is not absent without leave (AWOL), in the confinement of civil authorities, suffering from severe mental disease or defect, or in default in respect to public property or public funds; (6) Advice encouraging a Regular Army (RA) officer to accept an appointment in the USAR. An RC officer will be encouraged to retain his or her commissioned status in the USAR. Information concerning USAR career opportunities may be obtained from: COMMANDER, ARPERCEN, ATTN: ARPC-OP, 9700 PAGE BOULEVARD, ST LOUIS, MO 63132-5200, TELEPHONE 1-800-325-4898.

A brief synopsis of the consultation including the REASONS given by the officer for submitting his/her request for release from active duty MUST be included in the 06's endorsement.

ANNEX C

THE FOLLOWING MUST BE INCLUDED ON THE 06 MEMORANDUM  
(AR 600-8-24, Officer Transfers and Discharges, 21 July 1995,  
chapter 3, Paragraph 3-5c)

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (600-8-24a)

DATE

ORGANIZATION INITIATING MEMORANDUM

MEMORANDUM THRU United States Army Armor Center and Fort Knox,  
(ATZK-AGO), Fort Knox, KY 40121-5000

FOR United States Total Army Personnel Command, (TAPC-PDT-PM), 200  
Stovall Street, Alexandria, VA 22332-0478

SUBJECT: Unqualified Resignation - (Rank, Name, SSN)

1. Recommendation for approval or disapproval and type of discharge to be furnished. (If approval is recommended and the officer has not fulfilled his/her service obligations, complete justification will be included. Similarly, recommendations for disapproval will require justification.)
2. The counseling requirements of paragraph 1-12b have been satisfied (a brief synopsis of the consultation and the reason(s) given by the officer for submitting his/her unqualified resignation must be included). (See General Information for the 06.)
3. This action is not in contravention with AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 October 1987.

# Encls

SIGNATURE BLOCK

1. List enclosures

ANNEX C



**OFFICE SYMBOL**

**SUBJECT: Unqualified Resignation - (Rank, Name, SSN)**

6. This action is not in contravention with AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 October 1987.

**# Encls**

**SIGNATURE BLOCK**

**1. List enclosures**

**PAGE NUMBER**

*ANNEX C*